

KHRIS KHRONICLE

KEEPING KENTUCKY EMPLOYEES CONNECTED

The Personnel Cabinet publishes this newsletter monthly to provide information regarding the implementation of the Kentucky Human Resource Information System (KHRIS).

Issue 4

<http://personnel.ky.gov/persadmin/khris/>

January/February 2009

Your Employee ID IS Your PIN in KHRIS

One of the important security aspects of KHRIS is your Personal Identification Number or PIN. Your PIN is your current employee ID. Your employee ID and initial password will be mailed to your address of record prior to the launch of the system on March 31. Upon logging onto KHRIS for the first time, you will be prompted to change your password. You can also find your employee ID on your current check stub. (See example below). Using your PIN to access KHRIS is designed to help phase out the use of Social Security Numbers (SSN) as a means of identification and will remain with you through your Commonwealth service.

By phasing out the use of the social security number, the risk of identity theft or fraud is reduced by helping to prevent the wrong person from obtaining an employee's SSN. It is important that you do not share your PIN and password with anyone else.

By protecting your PIN and password, you are helping to ensure the security of your personal information.

Emp ID: ABC00012

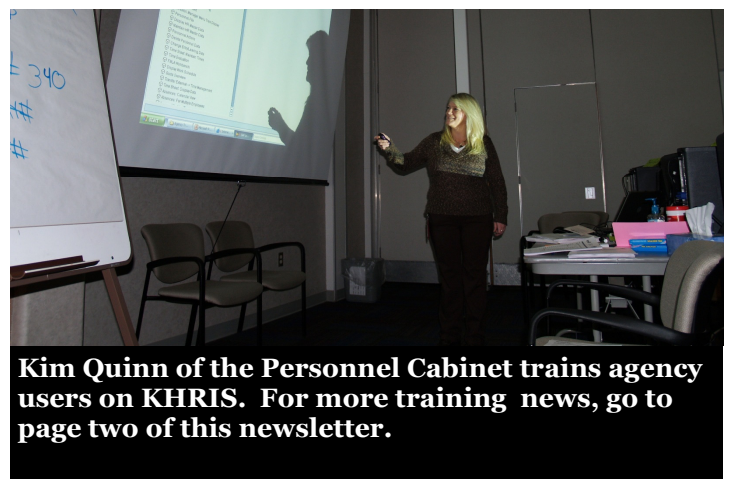
Period Ending: 12/31/2008			
Pay Date: 01/15/2009			
Check#	Hours	This Period	Year to Date
Regular Hours	30.00	1,659.43	1,659.43
Overtime Hours	.00	.00	.00
Sick/Premium Hours	.00	.00	.00
Black SD	.00	.00	.00
USA	.00	.00	.00
Suggestion System	.00	.00	.00
Other	.00	.00	.00
Vehicle System/			
Meal Reimbursement			
Gross Pay		1,659.43	1,659.43
State Paid Benefits			
	This Period	Year to Date	
FICA	119.94	119.94	
Medicare	169.32	169.32	
Health	.00	.00	
Life	.00	.00	
USA	.00	.00	
Net Pay		1,369.17	

Emp ID: ABC00012

KHRIS Adapts Best Practices

As the largest enterprise-wide technology transformation in the history of Kentucky state government, KHRIS is replacing and consolidating a number of HR systems throughout state government, including: Uniform Personnel and Payroll System (UPPS), Group Health Insurance (GHI), Group Life Insurance (GLI), Click HR, Premium Billing and Reconciliation (PB&R), Employee Suggestion System (ESS), Workers' Compensation (both Personnel and Transportation), Transportation's Improved Payroll System (TIPS), State Active Duty – Military Affairs (SAD), and KRONOS (a timekeeping system used by some cabinets).

KHRIS features real-time update and retrieval while eliminating duplicate data entry, storage, and processing. In addition, data entry errors and associated reconciling tasks will be reduced. The overall goal is to produce a Commonwealth-wide system which adapts best practice processes to fit the unique requirements of state agencies.



Kim Quinn of the Personnel Cabinet trains agency users on KHRIS. For more training news, go to page two of this newsletter.



The KHRIS Project pilot training kicked off in early December, and employees from multiple agencies volunteered to serve as instructors. These instructors have taken part in extensive training themselves and have dedicated countless hours to prepare for the delivery of KHRIS training.

The KHRIS Training Pilot was a rollout of training to a limited audience. Some of the overall goals of the pilot included validating courseware materials, verifying duration of class sessions, creating confidence in trainers, and validating business systems and processes in a "live" environment. The pilot gave the trainers, the KHRIS Project Management Office (PMO), Executive staff, and business owners a sense of comfort with the training materials. These sessions allowed the training team to receive feedback on the training materials and then make any necessary changes.

The KHRIS Project Team would like to commend these instructors for the time and effort they are investing to ensure that the system's users are prepared when the system goes live. The Team would also like to thank these individuals' managers and supervisors, as well as their agencies, for their continued willingness to allow the instructors to participate in these courses and in the end-user training throughout the remainder of the project.

KHRIS Training Expands

An old Chinese proverb suggests that if you give a man a fish you feed him for a day, but if you teach a man to fish, you feed him for a lifetime. Teaching is the focus for the KHRIS training team. In preparation of the March 31 launch, KHRIS core trainers began teaching Personnel Cabinet employees and agency trainers how to navigate and use KHRIS.

Now, as members of the project's functional teams work toward the March 31 launch, the KHRIS project training team core trainers will deliver more than 2,075 hours of training to approximately 1,150 agency human resource users through an estimated 275 classes before go-live.

In addition to the super and primary user curriculum, the training team is developing 3 e-learning courses for the State's 190,000 end users to provide them with an easily accessible way for them to familiarize themselves with KHRIS.

Currently, users' learning paths can include up to nine courses ranging in duration from one day to nine full days to complete the required curriculum. With the successful training that has already occurred, the entire project team is confident that the training activities will provide users with the skills they need to use the system beginning in April.

"I attended KHRIS Time Administration Training and found that the training was top notch. The trainers knew the material and presented it well. I feel like everyone associated with the KHRIS project has provided us with all of the tools that we will need to successfully implement KHRIS."

- Theresa Bickers, Department of Corrections
Human Resource Administrator



Watch it at: <http://www.youtube.com/watch?v=sXyFJI9S3hs>

For More Information

To learn more about KHRIS and its implementation, please visit the KHRIS link on the Personnel Cabinet's Web site at:

<http://personnel.ky.gov/persadmin/khris>.

If you have any comments or suggestions regarding the *KHRIS Khronicle*, please contact the KHRIS Communications Team at Personnel.KHRISproject@ky.gov.